



University of South Carolina Upstate

**UNIVERSITY OF SOUTH CAROLINA UPSTATE
Faculty Senate Meeting
AGENDA
October 5, 2018**

TIME: 2:45 P.M.

PLACE: Campus Life Center Ballroom

I. Call to Order

A. Approval of Minutes

- September 7, 2018 (pp. 2-7)

B. Administrative Updates

C. Committee Updates

D. Old Business

II. New Business

A. Program, Curriculum, Catalog, and Course Changes

1. NSE

- a. Change in Cognate for Biology
(1) Biology 106 (pp. 8-9)

III. Announcements

IV. Adjournment



UNIVERSITY OF SOUTH CAROLINA UPSTATE

Faculty Senate Meeting

Minutes

September 7, 2018

TIME: 2:45 P.M.

PLACE: Campus Life Center Ballroom

Officers Present: Dr. Lizabeth Zack (SCW), Faculty Chair; Dr. Emily Kofoed (FACS), Recording Secretary

In Attendance: Dr. Hubbard Smalls (JCBE), Dr. Thanh Nguyen (JCBE), Dr. Jim Kamla (HPH), Dr. Lauren Vervaecke (HPH), Dr. Karen Loundsbury (SOE), Virginia Cononie (LIB), Ms. Ann Merryman (LIB), Dr. Colleen Kilgore (SON), Dr. Darlene Amendolair (SON), Dr. Dawn Henderson (SON), Dr. Ryan Crawford (SON), Dr. Warren Bareiss (FACS), Ms. Allison Ludwig (FACS), Dr. Carolina Webber (FACS), Dr. Nicole Richardson (HPPA), Dr. Gabby Drake (LLC), Dr. George Williams (LLC), Dr. Monika Shehi (LLC), Dr. Amanda Schwartz (MCS), Dr. Briget Doyle (NES), Dr. Kimberly Shorter (NES), Dr. Anselm Omoike (NES), Dr. Andrew Leonardi (NSE), Dr. Scott Meek (PSY), Dr. Susan Ruppel (PSY), Dr. Laura Jennings (SCW), Dr. Mary Sarver (SCW).

Ex-Officio: Dr. Brendan Kelly, Chancellor; Dr. Clif Flynn, Provost and Senior Vice Chancellor, Mary David Fox, Registrar.

Visitors: Dr. Carmen Harris (HPPA, AAC Chair), Mr. Al Atkins (Chief Diversity Officer), Dr. Lee Neibert (FACS), Dr. Rob McCormick (CAHSS Dean), Dr. Lisa Johnson (CWGS), Dr. Rebecca Mueller (SOE), Dr. Sarah Hunt-Baron (SOEHPH), Dr. Laura Reynolds (SOEHPH Dean), Dr. Katharine H. Gibb (SON Dean), Mr. James Parham (Student Government Association), Dr. Mohamed Djerdjouri (JCBE Dean), Dr. June Carter (LLC), Dr. Tyrone Toland (IES), Dr. Pam Stienke (Academic Affairs Vice

Chancellor), Dr. Kim Purdy (UC Dean), Dr. Chris Bender (NSE), Dr. Alexander Lorenz (LLC), Dr. Celena Kusch (LLC), Dr. Jeannie Chapman (CST Dean), Dr. Calvin Odhiambo (SCW), Dr. Yancy McDougal (IDS).

Absent: Dr. Elise Harvey (JCBE), Dr. Kyle Turner (JCBE), Dr. Kela Goodman (HPH), Dr. Dana Davis (Nursing), Dr. Tamara Cook (SON), Dr. Richard Combes (HPPA), Dr. Deshia Leonhirth (IES), Dr. Ona Egbue (IES), Dr. David Coberly (LLC), Ms. Elizabeth Waddell (MCS), Dr. Muhammad Hameed (MCS), Dr. Holly Pae (HPH, Outgoing Faculty Chair).

I. Call to Order

Dr. Lizabeth Zack called the meeting to order at 2:46 pm.

- **Approval of Minutes**

- April 13, 2018 – Dr. Monika Shehi (LLC) moved to approve and Darlene Amendolair (SON) seconded. The Minutes were approved unanimously.

- **Administrative Updates**

- Dr. Clif Flynn, Provost and Senior Vice Chancellor for Academic Affairs**
- Addressed heavy workloads of standing committees, especially that of chairs. Announced additional benefits for chairing certain university committees including P&T (1 course release), Academic Affairs and Faculty Excellence Committee (1 each semester), and Student Services Committee (monetary in summer).
- Announced that SACS gave positive feedback on our 5th year report. Only one small item required a brief response.
- Dr. Pam Steinke will be leading a task force to review the use of student evaluations.
- Reported on revisions of unit criteria. Seven of the units have revised. We want to consider how to include public scholarship. Thanked committees, especially Dr. Lisa Johnson and the P&T Committee, for the work done over the summer.
- Opened for questions:
 - Ms.. Ann Merryman (LIB) asked about the use of course releases for committee chairs. Librarians are on 12-month contracts and do not have course releases. Dr. Flynn said they will look into it.
 - Dr. Warren Bariess (FACS) asked about Faculty Salary Advisory Committee recommendations included in the previous minutes. Flynn said they are working with the Faculty Chair and Past Chair to consider these recommendations and looking at them seriously. Hopes to have something to report by the end of the semester.
 - Dr. Laura Jennings (SCW) asked about Blackboard privacy policy (12 pages) and degree of protection. Flynn said this has not been brought to his attention and he will look into it – hopefully before the next senate meeting.
 - No more questions asked.

- Dr. Brendan Kelly, Chancellor**

- viii. Discussed the Strategic Plan’s Impact Agenda on wellness, equity, and civility. Noted role of Al Atkins’s office as Chief Diversity Officer and Special Assistant to the Chancellor for Equity and Inclusion. Emphasized need to reflect those values in policy and process. Noted Atkins is a licensed attorney, he’ll take the lead on examining policies and process.
- ix. **Dr. Al Atkins, Special Assistant to the Chancellor for Equity and Inclusion, Chief Diversity Officer**
- x. Noted our diversity and that more people are speaking in terms of wellness, equity, and civility. He has been able to talk with units about sexual harassment Title IX. Praised people at the university, said processes have to catch up. Pointed out he cannot hire, but can be a resource for those who do. On unlawful discrimination, Atkins serves as a resource. He has two email addresses that are available to anyone on campus or off: equity@uscupstate.edu and sexualassault@uscupstate.edu.
- xi. Highlighted Hispanic Heritage Month starting on September 15. Encouraged us to view website.
- xii. Announced development of an employee resource group starting October 1, more details are forthcoming
- xiii. Opened for questions.
 1. Dr. Monika Shehi (LLC) asked where the diversity content is on website, couldn’t find it. Atkins said to click “About the University” and find the page. Dr. Kelly agreed that once the website is redesigned, “Diversity” will be an item in the top box.
 2. No further questions for the Chief Diversity Officer or the Chancellor.

- **Committee Updates**

- Academic Affairs

- Dr. Carmen Harris (HPPA) – The Academic Affairs Committee will hold its first meeting next Friday (September 14, 2018) and only have one catalog-based agenda item and two other changes. Voiced concern about serving faculty and getting changes into the catalog, given that the next catalog deadline is February. The last Senate meeting is December 7, so the AAC needs materials by November 19. Called for those who want catalogue changes to start that process sooner, and encouraged colleagues to submit materials. Meetings in January are long and other scheduled governance meetings leave little time for changes to be discussed.

- **Old Business**

II. New Business

- **Program, Curriculum, Catalog, and Course Changes**

1. LLC

- a. Change in Curriculum or Program
 - (1) ENGL U208

- Dr. Harris (HPPA) said this proposal was approved by Academic Affairs last year when Chris Bender (NSE) was Chair. The request was to include ENGL U208 (Creative Writing) in Competency 4 (the cultural competency measure). On the second page there are signatures. Motioned for approval to include this in the catalog as an option in General Education requirements.
- Dr. Zack opened for questions.
- Dr. Jim Kamla (HPH) noted he did not receive the agenda and did not get to

review it. Dr. Zack said it went out with the one-page agenda and directions to find those files on the P-Drive. Confirmed the signatures. The original is in Nancy Callicott's office.

- Dr. Warren Bareiss (FACS) asked if the cultural competency requirement is an English course. He was interested in whether courses could meet gen-ed requirements in areas other than their own field. For example, whether communication courses can only be gen ed options in the communication category and could go in number 4 as well. Is it the prefix that mattered? Dr. Celena Kush (LLC) noted that the ENGL course would not go in the communication category. Bareiss asked for clarification for whether courses could go in multiple categories. Harris said yes. Dr. Briget Doyle (NSE) stated there are two ways to classify gen-ed courses. There is the distribution area (humanities, sciences, etc.) and competencies. She said that Bareiss's question asks about distribution area for the course and Doyle noted that courses can go in any distribution area as long as they fit the criteria. For example, a music course recently went into the distribution area for information technology. Courses can go in this area as long as they meet the criteria. The competencies are separate. All courses have to meet two competencies but can go in only one distribution area.
- Dr. Darlene Amendolair (SON) moved to approve and Dr. Dawn Henderson (SON) seconded. Voted – and the motion was approved.

B. General Education Competency Alignment Form

1. NSE

(1) CHEM U109 and CHEM U109L

- Dr. Briget Doyle (General Education Committee past Chair, NSE) stated that CHEM 109 is already a gen-ed course. It has two strategic learning objectives involved in Competency 2, and the proposal would change this to competency 5. This competency change was approved at the department level and by the Gen-ed Committee.
- Dr. Doyle (NSE) moved to approve and Dr. Smalls (JCBE) and Dr. Gabby Drake (LLC) seconded. The motion was approved.

C. Faculty Manual Update

- At the general faculty meeting, Dr. Zack announced plans to produce a new *Faculty Manual* by the end of the year. The rationale was to address gaps in the current *Manual*, to make updates, and provide a manual that works better for faculty. Wanted to update the Senate on steps taken so far and planned for throughout the upcoming year. This was discussed in the Faculty Advisory Committee meeting (on August 31, 2018). The discussion about the *Manual* began last year when Dr. Zack and Dr. Holly Pae (HPH) engaged in conversations with Dr. Kelly and Dr. Flynn about how and why to change the *Manual* and what needed to be changed or maintained.
- This summer, Dr. Zack studied our *Manual* and other university processes for changing manuals. Decided on an approach to changing the *Manual* from the inside out. She focused first on the overall framework and tackled reorganizing the table of contents to bring in coherence and logic that was missing from the current *Manual* by changing individual chapters and chapter content. This summer, Drs. Zack, Pae, Kelly, and Flynn met and discussed revised framework and changes to individual content. Together, that group has worked through about half of the *Manual* and is continuing review. Last week they presented the Table of Contents and framework to the Faculty Advisory Committee.

They will continue that discussion (in FAC) because that group is representative and can share with their units and because they come to senate informed. We will continue in September and October. Also plan to meet with Faculty Welfare and Promotion and Tenure Committees because there are sections where those Committees have a lot of relevance. The goal is to present a complete draft to Senate at the December 7 meeting and would like to take January, February, and March of 2019 as a public comment period so that people can submit feedback on the draft. That feedback would be considered and the document would be revised and then finalized in April. Plan is to present the final *Manual* at the General Faculty Meeting May 3, 2019. Opened for questions on this issue.

- i. Dr. Darlene Amendolair (SON) asked why the *Manual* needed to be changed. Dr. Zack said the Senate approved some changes last year that have not been implemented, and that the revised information on the grievance process from Chapter 8 was never included in the final edition. More globally, the *Manual* is a document whose mission is somewhat confused. At some points it lays out core principles that guide us as faculty, there are statements about academic freedom and integrity, there are places where it lays out policies, and still at other times it is a how-to which lays out specific procedures for applying those policies. Dr. Storm (NSE) did good work toward improving the *Handbook* last year.
- ii. Dr. Zack stated that the plan is to maintain the *Manual* as a place for documents and policies, and that the procedures would be moved into an appendix. The core document is the one that requires Board of Trustee approval. The appendix is an important part of the document but it can be revised and amended here when approved by faculty. Dr. Monika Shehi (LLC) voiced support for the proposed table of contents because it provides a more helpful map for new faculty than the current *Manual*.
- iii. Dr. Zack also stated that the *Manual* should be for Upstate faculty and that should be clear when you open the document. Currently it begins with discussion of Board of Trustees, officers on the Columbia campus and gets to Upstate-specific information in the end of that chapter and in the next chapter. Dr. Tyrone Tolland (IES) and Dr. Carmen Harris (HPPA) stated that in previous *Faculty Manual* revisions, they tried to place content in the appendices that would not need Board of Trustee approval but were not allowed to do so. Dr. Zack said that she was able to find a statement in the USC Columbia manual that very clearly states that the Board of Trustees must approve *Manual* but the appendices may include information that only needs campus faculty approval. This statement will be adapted and included in our new *Faculty Manual*. Dr. Kelly said that the bylaws by which the Board of Trustees is governed have changed a lot over the past year and we need to incorporate those changes. In the past, content did have to go to USC Columbia, but that is no longer the case – they now go to Board of Trustees. Dr. Zack reminded us not to conflate the Board of Trustees and “Columbia.” We need to understand the distinction between the two and our unique relationship with each.

III. Announcements

- Dr. Zack asked Senators to sign the roll. Asked for visitors to sign in
- Wished happy birthday to Senator Hubbard Smalls

IV. Adjournment

- Dr. Jim Kamla (HPH) moved to adjourn and Dr. Colleen Kilgore (SON) and Dr. Dawn Henderson (SON) seconded. Motion approved.

University of South Carolina Upstate

Change in Catalog

Academic unit: __Natural Sciences & Engineering__ Catalog page number: __57__
Major or program and code #: __Biology (106)__ Program CIP code: __26.01__
Implementation semester/year: __Fall 2018__ Catalog edition: __2017-18__
Current Catalog Subject: __"Cognate"__

Current description (as it appears in the catalog):

Courses usually eligible for consideration as cognate credit include all courses numbered 300 and above, as well as the following:

ARTH and ARTS U200 and above	MATH U241 and above
CSCI U210	PHIL U200 and above
Foreign language U202 and above	PHYS U201 and above
GEOG U200 and above	

Proposed description:

Courses usually eligible for consideration as cognate credit include all courses numbered 300 and above, as well as the following:

ARTH and ARTS U200 and above	Foreign language U202 and above
<u>BIOL U243, U244, and U250</u>	GEOG U200 and above
CSCI U210	MATH U241 and above
PHIL U200 and above	PHYS U201 and above

Explanation for proposed change:

These three BIOL courses (Anatomy & Physiology I, Anatomy & Physiology II, and Microbiology) are being proposed as additions to the list of "alternative" cognate courses (i.e. courses not numbered at the 300-level or above). The academic catalog gives no clear guidance on what qualifies a course for cognate credit if it is not numbered 300 or higher, but in keeping with the other courses identified above, the proposed courses are numbered 200, are very rigorous, and require knowledge of content in prerequisite courses and/or other disciplines. BIOL 243 is currently a General Education course, but there is precedent for other General Education courses being eligible for cognate credit (e.g. PHYS 201/202 and 211/212).

These courses are required courses for three main populations of students at USC Upstate: pre-pharmacy students (all three), pre-nursing students (all three), and exercise and sport science majors (only 243/244). If those students change their majors to one that has a cognate option, they will now be able to use these courses as cognate credit rather than simply very difficult general electives. This has the potential to help with retention of these students as well as helping them continue to make progress toward graduation if they already have sufficient general elective hours.

This form is used for changes in general catalog policies, procedures, etc. that are not specific program or course changes.

Notifications

Proposals signed with a notation of "not recommended" may be forwarded to next level of review. Proposals that are not signed after ten full working days may be forwarded without signatures (on the initiative of those making the proposal) to the next level of review.

Christopher M. Beyle Recommended Not recommended Date 30 April 2018
Signature of Division/School Academic Affairs Committee Representative

[Signature] Recommended Not recommended Date 4.27.18
Signature of Assistant/Associate Dean or Unit Chair

[Signature] Recommended Not recommended Date 05/01/2018
Signature of School or College Dean

[Signature] Recommended Not recommended Date 9/14/2018
Signature of Academic Affairs Committee Chair

Description meets editorial guidelines for the catalog.

[Signature] Date 9/14/18
Signature of Registrar

Approvals

Approvals are required.

Signature of Faculty Chair Approved Disapproved Date _____

Signature of Senior Vice Chancellor for Academic Affairs Approved Disapproved Date _____